

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 4: Assessment	Effective Date: July 1, 2008
	Section 1: Reviewing the CA/N Intake Report and Other Records	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will thoroughly review the child abuse/neglect (CA/N) intake report and other available records in order to gain insight into potential issues prior to making contact with the child and family.

Code References

N/A

PROCEDURE

The Family Case Manager (FCM) will:

1. Review the CA/N intake report.

Note: Per IC 31-36-3-3(b), DCS must conduct an assessment concerning a child who voluntarily enters an emergency shelter or shelter care facility without the presence or consent of a parent, guardian, or custodian, no later than **forty-eight (48) hours** following notification by the emergency shelter or shelter care facility of the child's name, location and whether the child alleges CA/N.

2. Review prior DCS and Department of Family Resources (DFR) contact with the family via the following sources **if available**:
 - a. Child protective services records: Indiana Child Welfare Information System (ICWIS);
 - b. Child support records: Indiana Support Enforcement Tracking System (ISETS);
 - c. Public assistance records (DFR): Indiana Client Eligibility System (ICES);
 - d. Other local electronic and paper records.
3. If any of the subjects in the intake are involved in an open DCS assessment or ongoing case, discuss the intake report with the assigned FCM (if possible and practical given required response times).
4. Review pertinent information from outside sources (e.g., law enforcement authorities, schools, public utility companies, Bureau of Motor Vehicles, etc.).
5. Obtain and review additional confidential information as needed (e.g., medical records, social services records, etc.).
6. Based on the information reviewed above, consider:
 - a. What is the nature and extent of the family's current and previous involvement with DCS, DFR and community-based services?
 - b. What safety concerns exist for the child and for the FCM?
 - c. What issues should be discussed with the child and family members?
7. Determine if the alleged perpetrator is a DCS employee or a child care worker.

RELATED INFORMATION

Thorough Review of Records

A thorough review of the intake information enables the FCM to form an initial assessment of the child's safety. Factors like the child's age and vulnerability and the family history are critical in this initial stage of the assessment.

FORMS AND TOOLS

N/A